

Maintenace Mechanic

Task Statements

1	Inspect standard plumbing concerned with various applications (e.g., water, gas, sewage, steam, condensation) to ensure facility systems are functioning properly according to departmental standards and in accordance with the Uniform Plumbing Code.
2	Maintain and repair standard plumbing concerned with various applications (e.g., water, gas, sewage, steam, condensation) using various hand tools and power equipment to ensure proper function and utility in accordance with the Uniform Plumbing Code and departmental guidelines.
3	Maintain and repair sewer mains and building laterals using various hand tools and power equipment to ensure proper sewer flow and utility function in accordance with the Uniform Plumbing Code and departmental guidelines.
4	Repair water mains and interior and exterior water lines for a variety of types of pipe (e.g., galvanized, copper, plastic) using various hand tools and power equipment to enable functionality and maximum efficiency in accordance with the Uniform Plumbing Code and departmental guidelines.
5	Repair building plumbing fixtures (e.g., shower valves, urinals, faucets, water closets) within buildings/facilities using various hand tools and power equipment in accordance with the Uniform Plumbing Code and departmental guidelines.
6	Repair gas lines, water heaters, and other gas appliances using hand tools and power equipment to ensure proper flow of heat and gas into buildings/facilities.
7	Modify pipe (e.g., measure, cut, thread, bend) to meet the required angle using hand tools or power equipment (e.g., pipe cutters, pipe-threading machines, pipe-bending machines) to perform plumbing tasks in compliance with the Uniform Plumbing Code and departmental guidelines.
8	Test pipes or plumbing fixtures by filling them with water or air to observe pressure gauges and/or detect and locate leaks.
9	Assemble pipe sections, tubing, or fittings using a variety of materials and tools (e.g., couplings, clamps, bolts, glues, caulking, soldering, brazing, welding equipment) for use in plumbing installations in compliance with the Uniform Plumbing Code and departmental guidelines.
10	Cut openings in structures to accommodate pipes or pipe fitting, using hand tools or power equipment in accordance with the Uniform Plumbing Code and departmental guidelines.

11	Operate various types of equipment (e.g., snaking tools, power snakes, jetting equipment) to clear/clean blockages in plumbing systems in compliance with departmental guidelines and the Uniform Plumbing Code.
12	Perform repairs on various buildings, structures and fixtures (e.g., ceiling systems, medical seamless flooring, cove base) using standard carpentry tools to maintain facility functionality and increase life expectancy of state buildings, and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, energy conservation).
13	Construct and repair miscellaneous items of wooden structures (e.g., cabinets, windows, doors, frameworks, floors, work benches, tables, cabinets, signs) used in buildings, using woodworking machines, carpenter hand tools, or power tools.
14	Perform preventive maintenance on various buildings, structures and fixtures (e.g., ceiling materials, medical seamless flooring, ceramic tile) to increase life expectancy of state buildings, and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, energy conservation).
15	Inspect municipal buildings, facilities, materials, and fixtures for damage/needed repairs and the cause of problems/defects to ensure compliance with various laws, rules, regulations, and codes by referencing various resources (e.g., job specifications, blueprints, AsBuilt, institutional operational procedures) as needed.
16	Inspect door sets and locks to determine if repairs are necessary to maintain functionality of facilities and ensure facilities are in compliance with applicable requirements (e.g., federal and State mandates, energy conservation).
17	Repair, replace, or rekey door sets and locks to ensure facilities are functioning properly and are in compliance with applicable requirements (e.g., federal and State mandates, energy conservation).
18	Maintain and repair electrical components (e.g., wiring, switches, lighting, circuit breaker boxes, generators, switchgears, motor control centers) using standard electrician tools to increase performance and life expectancy of equipment and ensure facilities/departments meet federal and State mandates, safety codes, and energy conservation standards.
19	Maintain and repair emergency systems (e.g., generators, batteries, Uninterrupted Power Supplies) using standard electrician tools to ensure proper operation of systems and the safety and security of the facilities/departments, using testing procedures, Preventive Maintenance Programs (PM), and load testing.

20	Maintain, repair, and/or replace electrical components (e.g., breakers, electric lights, motors, heaters, generators, contactors, starters, transformers, switchboards) with proper phase rotation, voltage, and amperage using standard electrician tools to maintain the safety and security of facilities/departments in accordance with the National Electric Code (NEC), National Fire Protection Association (NFPA), and applicable building codes.
21	Inspect and troubleshoot facility/departmental electrical systems, components, and devices using test equipment and hand tools to locate causes of breakdowns, restore power, and minimize interruption to programs and operations.
22	Replace and/or repair components of heating, ventilation, and air conditioning (HVAC) equipment (e.g., fans, ducts, dampers, economizers, fasteners) to maintain proper operation according to manufacturer specifications and industry standards.
23	Recycle electrical components (e.g., lamps, batteries, wires, e-waste) to minimize environmental waste in accordance with the Division of Occupational Safety and Health Administration (OSHA) rules and regulations.
24	Operate electrical equipment (e.g., meters, breakers, welding machines, conduit benders, drill motors, cutters) to ensure proper completion of work, personal safety and security, and proper functioning of building systems.
25	Create records of activities (e.g., logs, field notes, measurements) taken to resolve work orders in accordance with departmental guidelines.
26	Compile records (e.g., billing records/receipts) to provide information to management for departmental use and ensure compliance with applicable laws, Occupational Safety and Health Administration (OSHA) requirements, rules, regulations, policies, and procedures.
27	Maintain records (e.g., tool and material inventory) related to work assignments to provide information for departmental use and ensure compliance with applicable laws, rules, regulations, policies, and procedures.
28	Provide documentation (e.g., detailed instructions, drawings, specifications) to communicate to others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained or used.
29	Maintain workshop as a safe and clean environment for staff in accordance with departmental guidelines using various resources (e.g., personal knowledge, Department Operations Manual [DOM], Title 15, Injury and Illness Prevention Program) on a continuous basis.

30	Inspect mechanical equipment (e.g. vehicles, pumps, generators, welders, cherry pickers) powered by gasoline, diesel, or natural gas to increase life expectancy of the machine using hand and power tools under departmental guidelines and in compliance with applicable laws, Occupational Safety and Health Administration (OSHA) requirements, rules, regulations, policies, and procedures.
31	Maintain workshop inventories and records/reports of supplies and repair parts for activities/projects in accordance with departmental guidelines.
32	Maintain and repair hand or power tools and equipment by cleaning, oiling, setting, welding, sharpening or other preventative maintenance processes to ensure proper working condition.
33	Test, repair, and adjust machines and equipment used in projects to ensure proper working condition and that safety guards are in place and working appropriately.
34	Communicate with others to convey information and ensure safety while conducting work assignments.
35	Apprise management of the status and progress of project work, maintenance efforts, programs, and resources to ensure project completion within quality standards and established timelines.
36	Coordinate and consult with others (e.g., departmental trades people, staff, casual temporary labor, contractors, vendors) regarding projects, preventive maintenance, and repairs of facilities (e.g., buildings, structures, fixtures) to ensure the work is completed effectively and efficiently and in compliance with various laws, rules, regulations, policies, and procedures.
37	Communicate in a professional and effective manner at all times with supervisors and others (e.g., state employees, inspectors, vendors, casual temporary labor, contractors) to provide and obtain information.
38	Escort outside vendors within facilities/departments to assist them in providing contracted services to maintain facility safety and security and ensure compliance with stipulated rules, regulations, policies, and procedures.
39	Request and/or order materials and supplies for projects to ensure availability in accordance with departmental guidelines.
40	Submit purchase order requests for supplies needed to complete projects and for daily activities in accordance with departmental guidelines.
41	Make rough sketches to document proposed project work (e.g., repairs, alterations, construction) to be used for planning and communication purposes.
42	Ensure worksite compliance with established safety rules and regulations to maintain a safe and clean environment.
43	Respond to emergency call backs (e.g., power outages, gate malfunctions, zone alarms, water leaks, plumbing issues, electrical issues) to ensure the safety and security of facilities/departments by using and maintaining a land line phone, mobile cell phone, or hand radio.

44	Conduct visual inspections of work sites to identify potential health and safety hazards to maintain safety of work facility.
45	Review Material Safety Data Sheets (MSDS) to ensure safety precautions and safe handling procedures are observed throughout the duration of projects.
46	Ensure and maintain the safety and security of work areas and materials in the performance of daily activities to prevent injuries and damage to property using interpersonal skills and heightened awareness of the surroundings.
47	Analyze, evaluate, and prioritize the handling of problems or issues impacting the progress of work projects or assignments to determine impact and assess alternatives for resolution.
48	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information.
49	Analyze complexity of system issues to determine when it's appropriate to elevate a problem to the supervisor.
50	Attend departmental training classes (e.g., sexual harassment, cultural awareness, workplace violence, annual review) in order to maintain professional and ethical work standards in accordance with departmental policies and procedures.
51	Lead and/or instruct unskilled assistants engaged in the maintenance and repair of facility systems to provide information and direction, and ensure proper completion of work.
52	Attend various training courses (e.g., asbestos, Leadership for Environment & Development [LEAD], confined space, Cardio Pulmonary Resuscitate [CPR], Chloro-fluorocarbons [CFC] certifications, Hazardous Waste Operations and Emergency Response [HAZWOPER], defensive driving) to protect the health and safety of the environment, buildings, residents, staff, and/or public, and to keep abreast on current information.